



## ***State of Louisiana***

### **DIVISION OF ADMINISTRATION OFFICE OF THE COMMISSIONER**

**M. J. AMIKE® FOSTER, JR.**  
GOVERNOR

**MARK C. DRENNEN**  
COMMISSIONER OF ADMINISTRATION

### **DIVISION OF ADMINISTRATION**

### **DOA POLICY NO. 11**

**EFFECTIVE DATE: May 24, 1999**

**SUBJECT: DOA Safety Recognition Reward**

**AUTHORIZATION:** \_\_\_\_\_  
Whitman J. Kling, Jr., Deputy Undersecretary

### **I. PHILOSOPHY:**

It is the intention of the Division of Administration to demonstrate our commitment to a safe working environment, to motivate employees to accept the additional responsibility for achieving a safe working environment, and to reward Section Safety Managers for agreeing to devote the additional time and attention it takes to achieve the goals of the Division of Administration's Loss Prevention Program.

### **II. POLICY:**

In compliance with Civil Service Rule 6.16, Rewards and Recognition, the Division of Administration will provide monetary awards to Section Safety Managers whose sections pass the Office of Risk Management's annual agency recertification review or agency audit conducted every three years.

### **III. BACKGROUND:**

Act 11 of the First Extraordinary Legislative Session of 1998 requires "the Office of Risk Management, Loss Prevention Unit to audit each agency every three (3) years, with a recertification review performed annually". Each section within the Division of Administration must pass the audit in order for the Division to receive a credit certification as provided in Louisiana Revised Statute 39:1536(B). If the DOA receives a recertification, the Office of Risk Management is authorized to apply a credit of five per cent (5%) to the agency's annual self-insurance premium paid per line of coverage. If the Division of Administration fails to receive certification by the Loss Prevention Unit, it shall be liable for a penalty of 5% of the agency's annual self-insurance premium paid per line of coverage.

#### **IV. DEFINITIONS:**

Agency: For purposes of this policy the Division of Administration is an agency.

Annual/Year: For purposes of this policy, the terms “annual” and or “year” shall refer to Loss Prevention audit period of twelve months commencing March 1, of each calendar year.

Section Safety Manager: Employee appointed by the Section Head to implement and manage his/her section’s safety program. The Section Safety Manager is the liaison between the Section Head and the DOA Safety Coordinator.

DOA Safety Coordinator: Individual appointed by the Commissioner to develop, implement and coordinate the Safety Program of the Division of Administration with the authority of the Appointing Authority.

#### **V. APPLICABILITY:**

This policy shall be applicable to all sections within the Division of Administration both general appropriation and ancillary appropriations.

This policy shall apply to all Section Safety Managers over General Safety in the Division of Administration.

#### **VI. RESPONSIBILITIES:**

- A. Deputy/Assistant Commissioners are responsible for holding Section Heads under their supervision accountable for adhering to all aspects of this policy.
- B. Appointing Authority/Safety Coordinator are responsible for identifying Section Safety Managers whose sections have been recertified and or passed ORM ‘s Loss Prevention Audit.

#### **VII. GENERAL PROVISIONS:**

- A. Upon receipt of the findings of the ORM Loss Prevention Unit’s annual recertification review or three year audit, the Safety Coordinator shall provide the Appointing Authority with a list of all sections within the Division of Administration that were recertified and/or pass the audit.
- B. The Appointing Authority shall advise the Commissioner of the findings of the ORM Loss Prevention Unit’s annual recertification review or three-year audit, and provide him with a list of the names of Section Safety Mangers whose sections were recertified and/or pass the audit.

- C. Each Section Safety Manger whose sections was recertified and/or pass the audit shall receive a lump sum award not to exceed two hundred dollars, (\$200.00).
- D. The Commissioner shall post publicly a list of all reward recipients.
- E. The awarding of any reward is dependent upon the availability of adequate funds for the current fiscal year.
- F. The DOA Safety Coordinator shall maintain an awards and recognition report for five years (5) for the Department of Civil Service for auditing purposes.

## **VIII. QUESTIONS**

Questions regarding this policy should be directed to the DOA Safety Coordinator, Diana S. Williamson, at (225) 219-4480.